

Assistant Director

New School of Music, Cambridge, MA

Reports to: Executive Director

Status: Part-time, 20 hours per week | Salary: \$28,000/year (flexible hours)

Schedule: Monday–Friday, exact hours to be determined; occasional evenings and weekends required

Work location: Approximately 75% on-site / 25% remote

Position Overview

The Assistant Director provides marketing, administrative, and operational support for the daily activities of the New School of Music and helps support the school's vibrant in-person community of students, families, and faculty. This role offers the opportunity to contribute creatively to the visibility and growth of a community arts organization, including assisting with communication, social media, scheduling, and program coordination to help ensure the organization runs efficiently.

Working closely with the Executive Director and staff, the Assistant Director supports programs, classes, and special events throughout the year. The position requires strong organizational skills, creativity in communications and social media, and the ability to engage with a community-centered arts organization. Because the school's programs and events vary throughout the year, the specific mix of responsibilities will shift seasonally, and not all tasks occur at the same time. During the 2026–2027 school year, the Assistant Director will also help support storytelling and community engagement efforts related to the school's 50th anniversary celebrations.

Key Responsibilities

Social Media & Communications

- Manage the school's social media presence, including planning, creating, and scheduling posts on platforms such as Instagram and Facebook
- Help shape the school's social media storytelling by highlighting programs, events, faculty, students, and community activities
- Capture photos and short videos during classes and events for social media and promotional use
- Write engaging captions and messaging that reflect NSM's mission and community values
- Create simple graphics using tools such as Canva or similar design platforms
- Track engagement metrics and help identify effective content strategies
- Coordinate with staff and faculty to gather content ideas and program updates

- **Support social media and storytelling initiatives related to the school's 50th anniversary**

Operations & Administration

- Assist with day-to-day administrative operations, including communication, scheduling, and internal coordination
- Work with the Registrar on room scheduling and program logistics
- Provide general administrative support to staff and faculty
- Help maintain shared documents, calendars, and organizational systems

Programs & Events

- Provide logistical support for workshops, recitals, and special events
- Assist with planning and coordination of community programs and initiatives
- Provide on-site support during events as needed

Staffing & Organizational Support

- Assist with administrative aspects of hiring, including job postings and interview scheduling
- Help track staffing schedules and logistical needs

Facilities

- Help monitor facility needs related to programs and operations
- Assist with vendor research and coordination of small maintenance projects

Fundraising & Community Engagement

- Assist with tracking donations and preparing donor acknowledgements
- Research potential grant opportunities
- Support community outreach efforts and events

Qualifications & Experience

- Experience in administration, arts organizations, education, or nonprofit operations
- Experience managing social media for an organization, school, arts program, or small business
- Familiarity with Instagram, Facebook, Canva, and basic content creation tools
- Strong organizational and communication skills
- Ability to work independently and collaboratively in a small team environment
- Interest in community arts education and music programs

We encourage applicants who may not meet every qualification but who are enthusiastic about learning and contributing to our community arts mission to apply. Diverse experiences and perspectives strengthen our organization.

Skills & Competencies

- Creative and effective social media communication
- Highly organized and detail-oriented
- Ability to manage multiple tasks and projects
- Proficiency in Microsoft Office and Google Workspace
- Basic photo and video content creation skills
- Commitment to community engagement and arts education

How To Apply

Email the following materials to Anne Riesenfeld, Executive Director, at director@newschoolofmusic.org with “Assistant Director” in the subject line:

- Cover letter describing your relevant experience and interest in the position
- Resume
- List of 2–3 professional references (name, title, relationship, and contact information)

Applicants are encouraged to include examples of social media accounts or content they have managed or created.

Applications will be reviewed on a rolling basis. Interviews will begin once a qualified and diverse applicant pool has been identified. No phone calls, please.

Equal Opportunity Statement

The New School of Music is an equal opportunity employer committed to fostering a diverse and inclusive community. We welcome applicants of all backgrounds, identities, and experiences and do not discriminate on the basis of race, color, religion, gender, gender identity, sexual orientation, national origin, age, disability, or any other protected characteristic.

We believe that diverse perspectives strengthen our arts community and enhance our ability to serve students, families, and the broader community. Applicants from backgrounds underrepresented in arts and nonprofit leadership are strongly encouraged to apply.